



North Baddesley Infant School

Full Governing Body Meeting Minutes

Thursday 24th March 2022

Present: Mike Hiscock - Vice Chair In Attendance: Sarah Hiscock (via Zoom)
Carla Lashmar - Headteacher
David Jones
Becky Mahoney
Pete Stuart
Bhupinder Siran
Jo Tutton
Beth Waters
Melanie Westmacott

Apologies: Nicole Perry - Chair Absent: None
Julia Squires
Dave Wilson

Action

- 1 Welcome and apologies for absence**
The Vice Chair opened the meeting and apologies were noted as above.
- 2 Pecuniary interests in relation to the agenda**
No pecuniary interests were received.
- 3 Review and approval of the minutes of the last FGB meeting on the 17th February 2022**
During the review of the previous meetings minutes, the following points were discussed:
 - Skills Audit – This item will be revisited at the Summer 1 meeting. Clerk/JS
 - Stranger Danger assembly – This has now happened.

The minutes were agreed as an accurate record of the last meeting.

4 Headteacher's Written Report

Financial Impact of Covid

It was decided to only include this academic year in this analysis. The Headteacher pointed out that the fact that the teaching team had few dependents meant that the financial impact was lessened.



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Home Learning

Covid cases are higher at the moment with one class having 13 children in school and 17 children off, which is not manageable in terms of being able to offer a personalised home learning package. The way home learning is managed will be reviewed after Easter.

Covid 19

Staff absence is currently high, but not all Covid related – 4 staff currently off with Covid but are not linked and so no mitigations are needed in school. Staff are no longer required to take part in twice weekly LFT testing due to the tests being chargeable as from the 1st April and no longer within the government living with Covid guidance.

Recruitment

The school is facing recruitment challenges at the moment. Currently advertising for new TAs and a Playleader. Recent TA advert resulted in 5 applications being received and only 1 of those will be interviewed. Advert has been changed and reissued.

Q Why is recruitment an issue? What changes have been made and is this a current trend?

A The salary is tough in the current climate to attract applicants, also the hours do not allow for applicants to do their own school runs if parents themselves. The Job Description has been reviewed to now include a statement about the school's commitment to developing staff and possible progression to a teaching role. We are now also advertising on Social Media. Recruitment of support staff is an issue for all schools at the moment due to an expectation of flexibility, which is not possible in a school in the same way as in another workplace.

Bhupinder suggested revisiting the advert and the language used as it could be leading and bias the advert. Bhupinder offered to look into the tools the university have used, so that the Headteacher can look into this.

BS/HT

Q How will the Playleader responsibilities be covered if unable to recruit before Gillian leaves?

A This is a difficult position to fill due to the need to match skills to the school culture and the working hours and we will not have someone in specific post after Easter. The Headteacher advised that there are current staff who are willing to step up, and we may need to consider reducing the number of places offered.

LLP Review Timetable

This has been received and our first visit is on Friday 1st April with feedback being given from 1.15-1.30pm. Governors are invited to attend this either in person or



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via Zoom, and the report will be fully discussed at the next meeting. Nicole, Mike and David J will attend. Clerk

2022-2023 INSET days

The Headteacher is waiting for confirmation from Lucy Wooton on proposed dates for both schools. These will be circulated by e-mail for approval. Clerk

Restraints

1 restraint and 1 significant behaviour has been reported. Governors asked for more information about this and the Headteacher confirmed that this was due to anxiety rather than aggressive or physical behaviour – the child’s high emotions meant they needed to be supported to move to Acorns.

Nursery

Q When is the breakeven point for the nursery projected to be achieved? Is the number of enrolments after Easter expected to rise significantly?

A The breakeven point is 10 children per session. The Tuesday morning session is full after Easter and we will now appoint a 3rd member of staff to work 3 school days after Easter.

Q Is the funding from County coming through in a timely way?

A An amendment to the Headcount has been made recently. The Headteacher will check with Bryony how quickly funding is received. HT

Q When considering staff wellbeing, are nursery staff included?

A Nursery staff are included in all areas – they come into main school for their lunchbreak and have PPA time together.

Governors noted that the school were still experiencing challenging times and asked the Headteacher to pass onto staff their thanks for their flexibility and goodwill. HT

5 **Committee Updates:**

Resources Committee

At the last meeting the following was discussed:

- Budget – no significant changes to report. Next year’s budget will be discussed at the next meeting.
- SFVS – this was completed by David J, Julia and Bryony.
- Discussed a proposal to share a broadband line with NBS to bring down costs to both schools.
- Property Services work to resurface the playground. A Governor asked if water that gathered in the gully could be looked into and resolved as part of this. The Headteacher will raise this with Graham. HT
- Energy costs.

Curriculum and Standards Committee

At the last meeting, the following matters were considered by Governors:



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- The Maths, English, PSHE and RE subject leaders attended to update Governors.
- It was agreed to have another Governor showcase with subject leaders at the end of the academic year. This will be discussed further at the Summer 1 meeting and be added to the Summer 2 FGB agenda. JT/Clerk
- Subject Leader position statements will be added to the Governor Secure Area along with 2 stars (strengths) and a wish (area for development).

6 **Development and Training Governor Update**

The Vice Chair reminded Governors to complete the Skills Audit and return to the Training and Development Governor before the end of term, as it will help to inform where our gaps are in terms of the current vacancies.

Governors found the recent whole Governing Body training useful but would have welcomed the opportunity for break out group discussions.

7 **Membership issues**

The Clerk feedback on advice given regarding Governor recruitment at a recent Clerk Support Meeting. It was agreed that the vacancies would be advertised by the Clerk once the Skills Audit has been completed and skills gaps identified by the Development and Training Governor. Clerk/JS

The Clerk had identified that Mel and Bhupinder were the only Governors that were able to join the Headteacher's Performance Management Panel. Bhupinder is unable to join due to work pressures. The Headteacher asked Mel to let her know if she was able to join the panel. MW

8 **Review of Policies**

Governors will review policies as follows:

- Physical Restraint – Jo
- Acceptable use of ICT – Jo
- Health and Safety – Jo
- Supporting children with medical needs – Mel
- Use of photos and videos – Bhupinder
- Little Wandle – Jo
- Storage of biometric information – Mel
- Marking and feedback – David J
- Attendance – currently being updated by the Headteacher and Beth – Mike to review once ready
- Collective worship – Mel
- Staff induction – Bhupinder.

Pete will email Governors regarding outstanding reviews from the previous meeting.



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9 **Ofsted Activity**

See separate Ofsted document.

Governors asked the following questions during discussion:

Q How much notice will Governors be given of the inspection?

A Ofsted call likely to notify schools of inspections between the hours of 10.30am and 2pm, Monday to Wednesday. The initial call is to inform the school and to enable school leaders to gather together for the 90 minute pre-inspection phone call with the lead inspector. It was agreed that rather than emailing all Governors that a notice of inspection had been received, a WhatsApp group would be set up that Bryony would be in, without Beth and Becky in so that Governors could be given the maximum possible notice for attendance. Beth and Becky would be informed when all staff were told. Governors would be invited to speak to the inspectors for about 30 minutes on the first day of the inspection, this has in the past happened around lunchtime. On day 2 Governors are invited in to receive the feedback from the inspector. This is usually at about 5pm.

CL

Q Is there anything new in terms of safeguarding Governors need to know about?

A The Headteacher will send KCSiE to all Governors as Ofsted are likely to ask questions about this and it is important it is fresh in everyone's minds.

Q Could Governors work on site if needs be so that they can be available if needed?

A Yes, Governors can work from the staff room.

Action Plan

DHT

- Bhu, Mike, Chris, Pete and Erin have formed a website working party. Deputy Headteacher to convene first meeting.
- Revisit areas of uncertainty at the next meeting.
- The Headteacher is going over safeguarding questions weekly with staff.
- Learning walk planned for the 27th April 9-11am to focus on phonics, and another will be booked for May. Jo, David J and Mike to attend on the 27th and Mel and Bhu to attend the May one.
- Governors tea party
- Governors invited to visit the nursery.

Clerk

JT,DJ,
MH,
MW, BS

10 **Approve SFVS return for LA by 31st March**

The SFVS had been circulated prior to the meeting and was unanimously approved by those present.

11 **Parent Survey**

The following questions were received in advance of the meeting regarding the results of the last Parent Survey:



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NBIS makes sure it's pupils are well behaved?

Q How do parents know their children are well behaved? Is this through teacher feedback? If yes, is there an overlap with the question "The school lets me know how my child is doing?"

A This is through teacher availability on the door and conversations before and after school, along with TAF meetings and behaviour meetings that the team lead. It would be helpful to perhaps have some multiple-choice options for parents on this question and a section to comment on, so that we can understand better. It feels like this should be one of the key lines of enquiry that we pick up in a simpler format at Easter with a ParentMail survey.

When I have raised concerns with the school they have been dealt with properly.

Q 13.3% disagree - What is preventing parents from being followed up with?

A Would like to understand this more. It needs some probing.

My child can take part in clubs and activities at this school

Q With a small percentage saying "don't know" or "disagree" is that because there is confusion with the question? Are parents mixed up with after school clubs versus during school clubs? Is there a link with the several comments requesting more after school clubs?

A We need to be clear about what we offer. This could link to the calendar question further down. As we revamp a sports Treetops offer, we could be clear in our communication. Post Covid, we ought to look at returning to mixing children and restarting clubs across break times and lunchtimes.

I know who the governors are/I know how to contact the governors

Q Hopefully the training will help us consider ways to address this, especially as the positive result has been declining for 2-3 years. Can we make the governors more prominent on the website? Or can we post a Parentmail message with an overview of our duties and a link back to the governors webpage

A We have the pen portraits. It would be good to share these in a newsletter type communication that was engaging for all.

Other:

Q There seems to be a consensus that the school calendar needs to be more comprehensive. Is that something we can do?



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A *The Headteacher has asked the admin team to look at this and will also talk to Chris about it.*

HT

It was agreed that the results of the Parent Survey would be fed back to parents and a follow up survey issued on ParentMail to follow up on points which need clarification. The Headteacher and Deputy Headteacher will prepare a response detailing any actions taken as a result. Going forward Governors felt it would be better to issue the Parents Survey via ParentMail to enable conversations with parents to take place at Parent's Evenings, increasing Governor visibility to parents. It was acknowledged that this may impact on the number results returned.

HT/DHT

12 **AOB**

Fundraising

David W and 9 staff will be doing a sponsored zip wire on the 21st May to raise money for the school.

Contact Governor

The Vice Chair will continue in this role.

Governor Secure Area

Links to all OSFTED inspections of Hampshire Schools have been put on GSA. They can be found under Governor Forum – Useful documents.

13 **What have we done to make an impact at this meeting which impacts on school improvement or improves our effectiveness as Governors?**

- Discussion regarding recruitment and use of language to ensure we are being an inclusive employer and exposing children to a more inclusive and diverse society.
- Preparations for OFSTED which will be good for our children and their families.
- Highlighting the needs of our families and the level of deprivation within our cohort.
- Discussion about a school communication Governor edition.

NEXT MEETING – Thursday 19th May 2022 at 6pm